

Arkansas State University - Jonesboro  
Effort Certification  
User Guide



Last Updated: December 2015

## Introduction

Arkansas State University has implemented an electronic effort certification system which is accessible through Self-Service Banner. In this system, the following roles are utilized:

- **Certifier:** the person who certifies the effort report. In most cases, a full-time employee should certify his/her own time. The principal investigator/project director (hereafter referred to as PI) of the project or the PI's alternate certifier should certify for part-time employees, including students. At all times, the person certifying should have knowledge of how the employee spent their time.
- **Alternate certifier:** a person other than the employee that is allowed to certify the effort report. This individual must have suitable means of verification for the employee's reported time. The PI can certify as an alternate for any employee whose effort is tied to his/her project. The department chair and/or dean may be additional alternate certifiers.

The certifiers will be notified via email when the certification period is open and every day until the record is certified. Employees are required to certify each semester as follows:

Fall – February

Spring – June

Summer – September

Effort Certification Period Codes are designated by the four digit year plus the name of the semester:

2015FALL

2016SPR

2016SUM

Email notifications will be sent when the records are available for review and will be sent on a daily basis to the certifiers until the records are locked. A reminder email will be sent to the alternate certifier at the end of the second, third, and fourth weeks after the period is open if the employee has not certified. The deans will receive email notifications after the third and fourth weeks with an attached spreadsheet of employees who have not certified within their colleges. Lastly, the FYI reviewers, including the Vice Provost for Research and Graduate Studies and the Provost, will receive an email notification after the fourth week with an attached spreadsheet of all employees who have not certified.

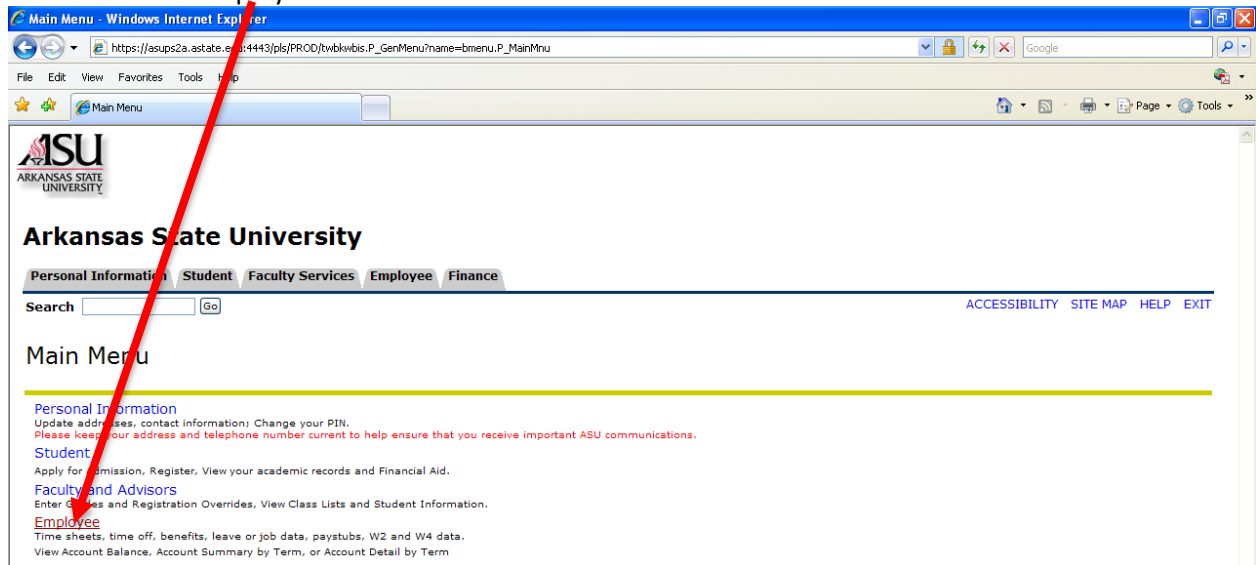
Upon failure to certify, salary and expenses may be transferred to the department's budget.

## Accessing the Effort Certification Module

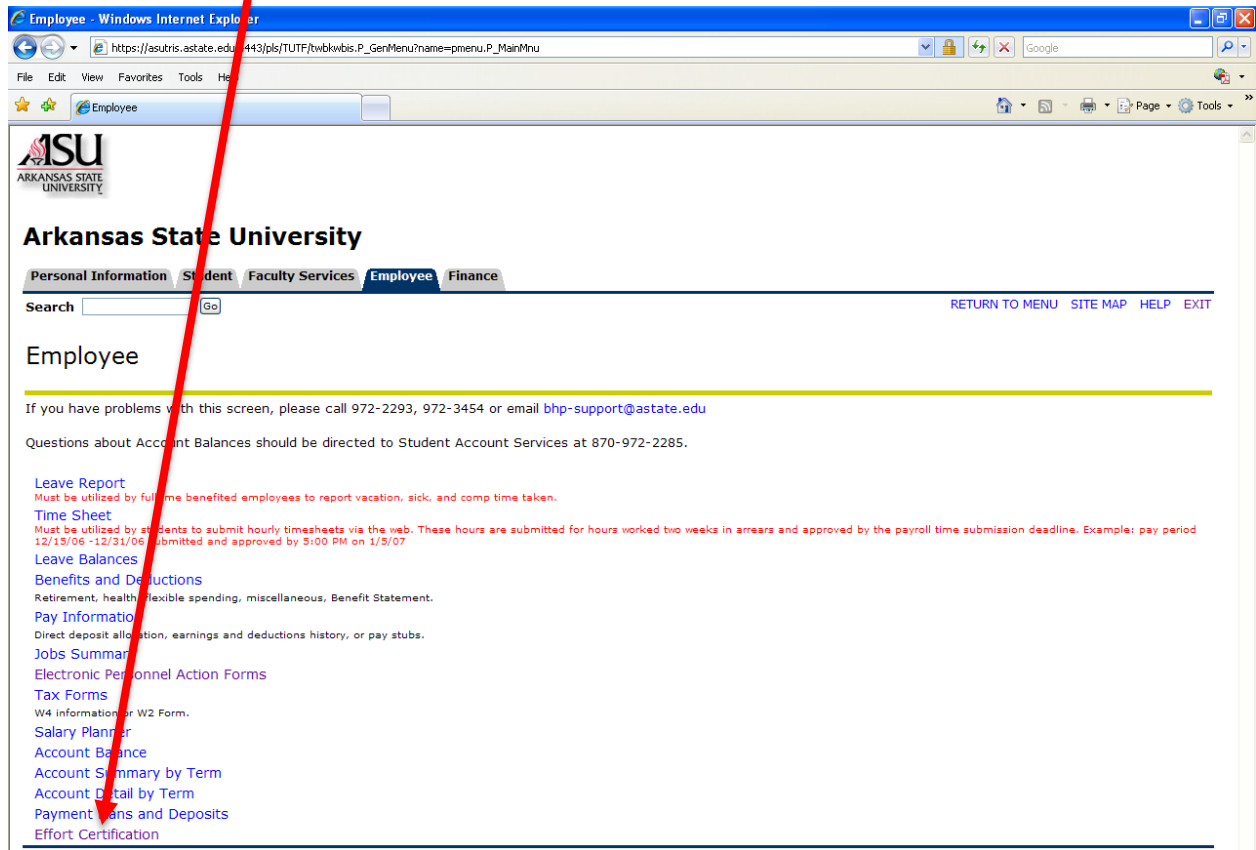
1. Log in to <http://myCampus.astate.edu>
2. Click on the Banner Self Service icon



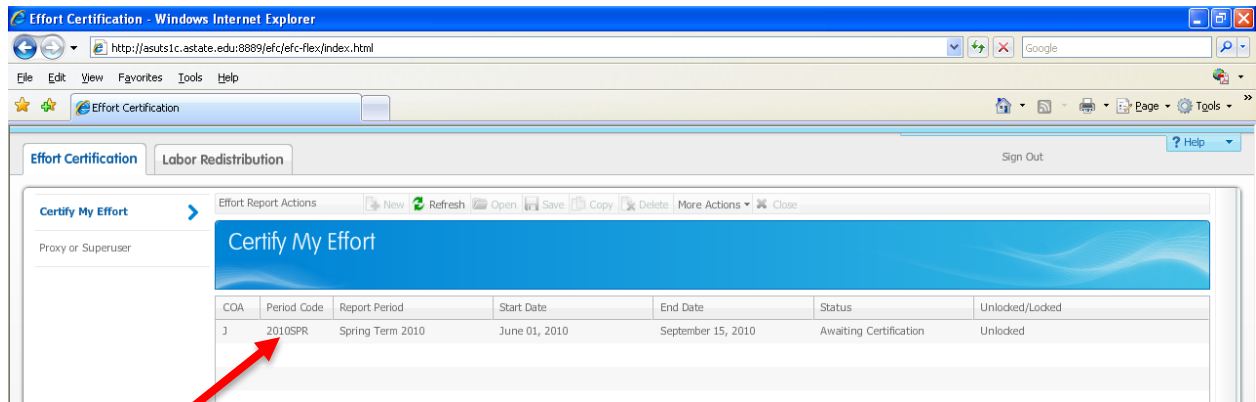
### 3. Click on the Employee menu



#### 4. Click on the Effort Certification menu



The Certify My Effort page is displayed. This is for the certifier.



Double-click on the reporting period line to open the record. The Status column should display 'Awaiting Certification' and the 'Unlocked/Locked' column must be 'Unlocked'.

## The Effort Report

The Effort Report consists of two sections: Sponsored and Non-Sponsored activity.

- Sponsored activity – activity supported by funding outside the university.
- Non-sponsored activity – all other activity (usually university funding).

The screenshot displays the 'Effort Certification' web application in a Windows Internet Explorer browser. The user is Tom Smith. The main section is titled 'Certify My Effort' and contains two tables: 'Sponsored' and 'Non-Sponsored'. A red arrow points from the 'Non-Sponsored' section header to the 'Non-Sponsored' table.

**Sponsored Activity**

Fund	Organization	Effort Category	Charge Type	Effort
224553 SBTDC	252607 Small Business Developme	PUBSERV Public Service	Direct	40

**Non-Sponsored Activity**

Fund	Organization	Effort Category	Charge Type	Effort
110000 Educational and General	252610 SBDC Match		Direct	60

**Summary:** Total Sponsored Activity 40.00%, Total Non-Sponsored Activity 60.00%, Total 100.00%

**Effort Report Overview:**

- Report Status: 2010SPR
- Dates: Spring Term 2010
- Jun 01, 2010 - Sep 15, 2010
- Awaiting Certification - Unlocked

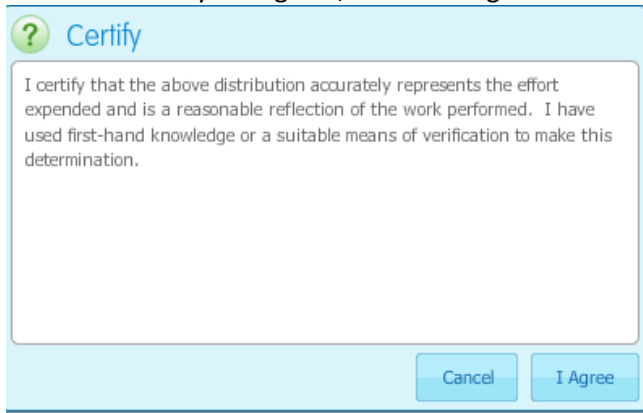
**Funding Chart:**

**Proxy or Superuser:**

Buttons at the bottom: Request Changes, Certify, Add New Funding

## Certifying Your Effort

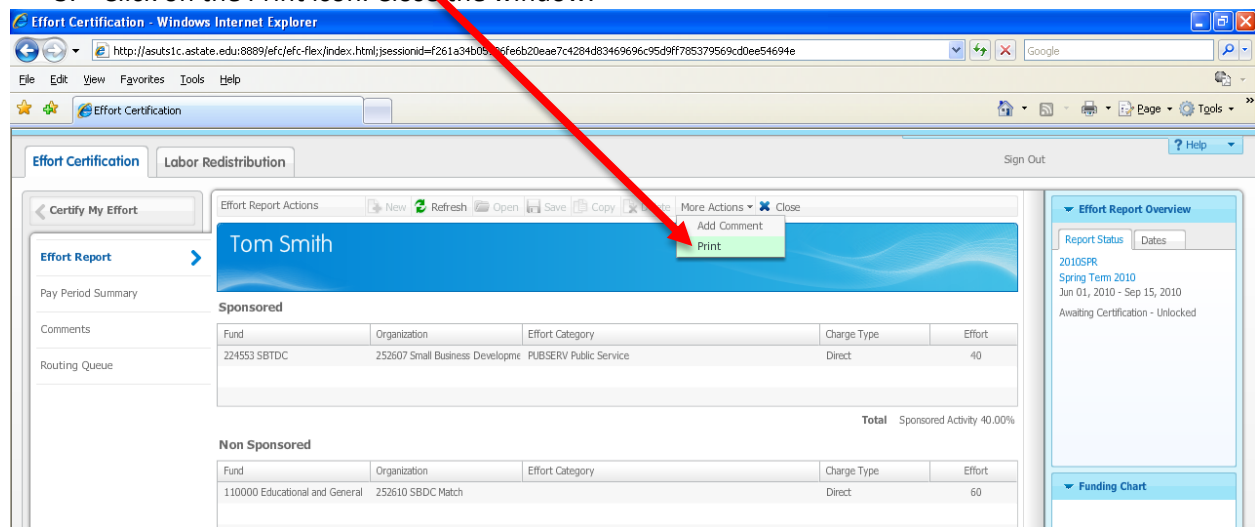
1. Review the accounting distribution(s) and the effort percentage(s).
2. To certify the effort reported is accurate, click on the 'Certify' button.
3. In the Certify dialog box, click on 'I Agree'.



Note: After clicking I agree, the report is locked. No further changes can be made to the report. Contact [spa@astate.edu](mailto:spa@astate.edu) to request changes on a locked report.

### To print your report:

1. Click on the "More Actions" drop-down arrow, and click Print.
2. A separate window will open displaying your report in adobe reader.
3. Click on the Print icon. Close the window.



## Requesting a Change

1. To request changes to the accounting distribution and/or the percentage, complete the Labor Redistribution form on SPA's website in the Effort Certification box.
2. Once you click on the Submit button, the pdf form will be attached in the Outlook message. Enter the chair and/or dean's email addresses in the CC: fields. Once they reply with their approval, SPA will notify the budget office to process the reallocation. The budget office will notify SPA when the reallocation is processed. SPA will run the extract process in update mode for the employee(s) involved and notify the certifier that the record is ready for certification. This process may take several days, so please initiate it early in the month.

**Please do NOT use the Request Change or Add New Funding buttons.**



## Pay Period Summary

To view specific payroll activity, click on the Pay Period Summary link.

The screenshot displays the 'Effort Certification' web application in a Windows Internet Explorer browser. The user is logged in as 'Tom Smith'. The main content area shows the 'Pay Period Summary' for the 'Semi-monthly 13 2010' period (January 01, 2010 - January 15, 2010). Below this, there are tables for 'Semi-monthly 14 2010', 'Semi-monthly 15 2010', 'Semi-monthly 16 2010', and 'Semi-monthly 17 2010'. Each table lists payroll activity with columns for Organization, Grant, Fund, Effort Type, Payroll Percent, and Effort Period Percent.

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
252610 SBDC Match		110000 Educational and		59.9999	6.6667
252607 Small Business De	224553 SBTDC 2010	224553 SBTDC	PUBSERV Public Service	40.0001	4.4445

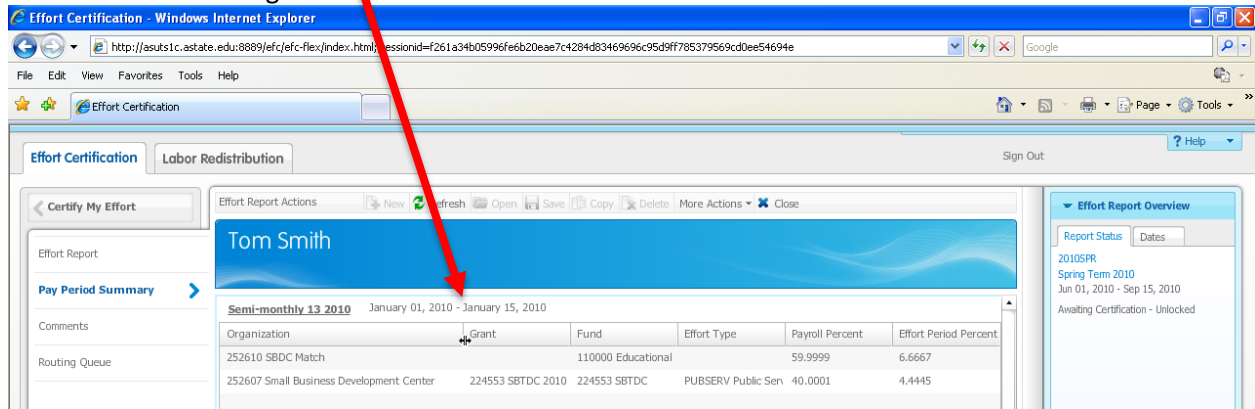
The right-hand sidebar contains an 'Effort Report Overview' section with 'Report Status' and 'Dates' tabs. Below this is a 'Funding Chart' showing a pie chart with two segments: 40% (orange) and 60% (green). At the bottom of the sidebar is a 'Proxy or Supervisor' section.

This menu provides details on each pay period included in the certification period.

- Organization, Grant, and Fund columns are provided for all funding sources.
- Payroll Percent is the percentage of each individual payroll charged to the sponsored and/or non-sponsored activity. The payroll percentage will always total 100%. If your effort has been consistent throughout the semester, then the payroll percentage will equal the percentage of effort to be certified.
- Effort Period Percent is the percentage of effort, for each particular payroll period, allotted to the semester or certification period. The sum total of the Effort Period Percentages, for all payroll periods in the summary, will always equal 100%.

## Resizing Columns

You can resize columns by clicking on the right-hand side of any column heading and dragging your mouse to the left or right.



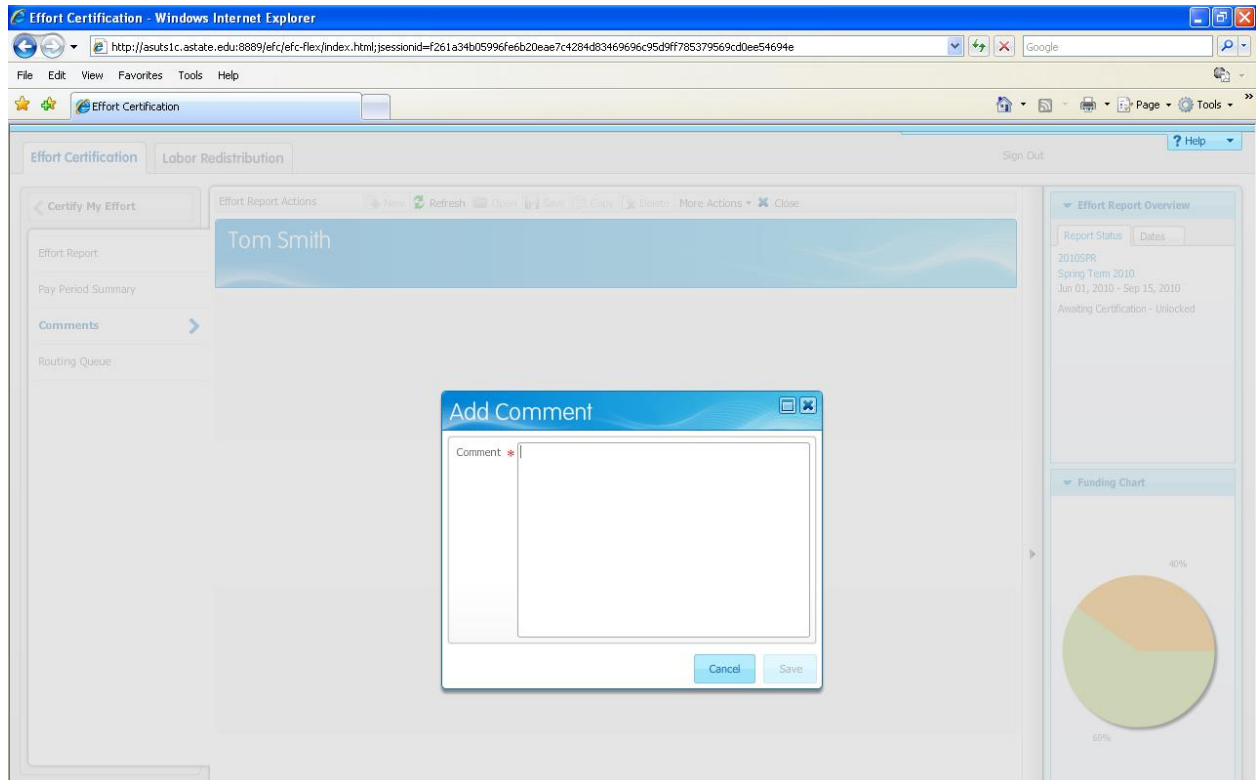
The screenshot shows the ASU-J Effort Certification web application in a Windows Internet Explorer browser. The main content area displays a table for "Tom Smith" with the title "Semi-monthly 13 2010" and the date range "January 01, 2010 - January 15, 2010". The table has the following columns: Organization, Grant, Fund, Effort Type, Payroll Percent, and Effort Period Percent. A red arrow points to the right side of the "Grant" column header, indicating where to click to resize the column.

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
252610 SBDC Match		110000 Educational		59.9999	6.6667
252607 Small Business Development Center	224553 SBDC 2010	224553 SBDC	PUBSERV Public Serv	40.0001	4.4445

## Comments

Click the Comments link to add or view comments.

1. To add a comment, click on the Add Comments button.
2. Enter the appropriate text. (You may enter up to 4,000 characters)
3. Click on Save.

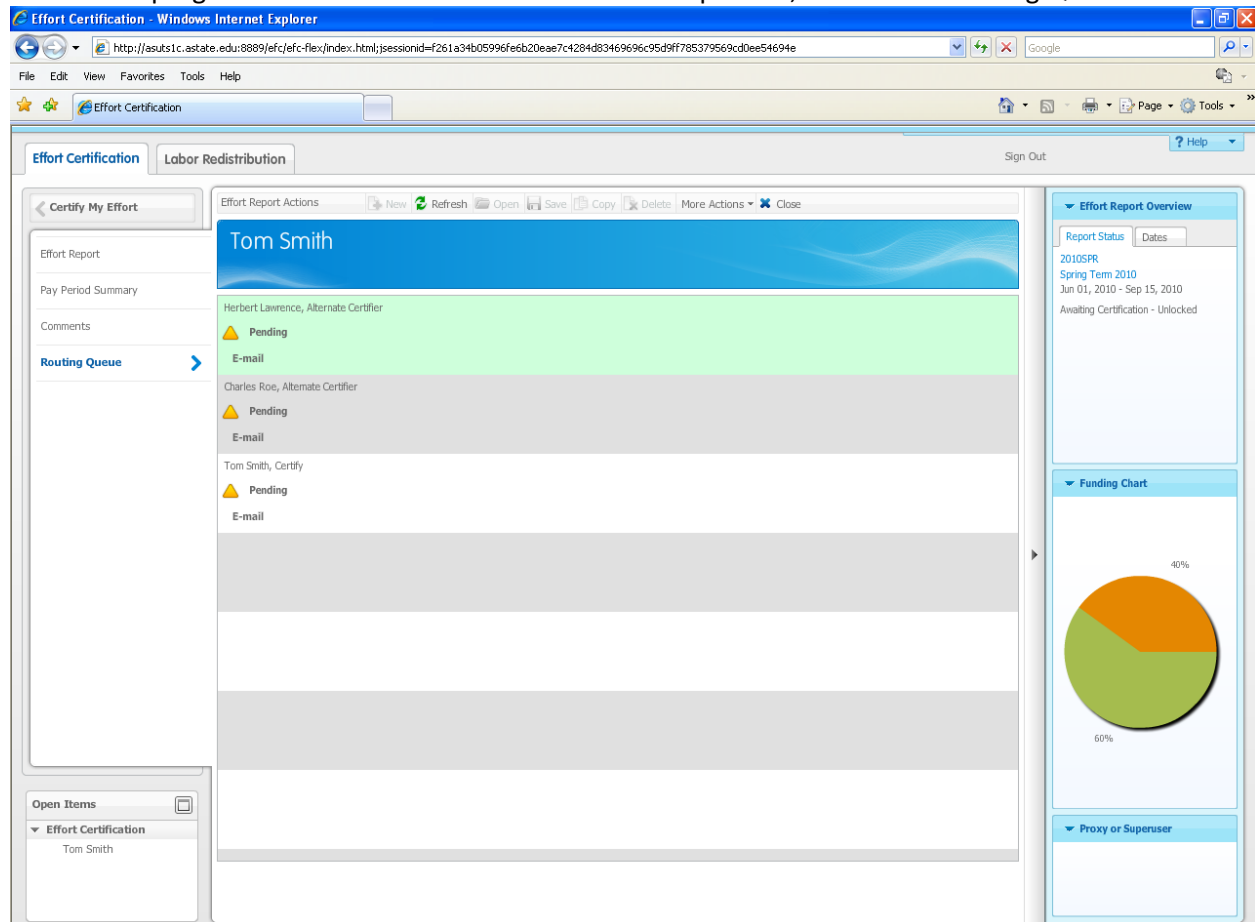


Your comment will be saved and may be viewed by anyone in the Routing Queue.

Note: Once comments are added they cannot be updated or deleted. Comments will be displayed in a reverse chronological order, with the most recent appearing first on the list.

## Routing Queue

To view the progress and details of the effort certification process, click on the Routing Queue link.



The Routing queue shows the status of each stage of the Effort Certification process. The Queue will update automatically after each person completes his or her task. Principal Investigators will be displayed as both Certifier and Alternate Certifier.

**IMPORTANT:** When an employee is paid from multiple grants, any non-sponsored fund distribution will display as well. If you are not the principal investigator or appropriate alternate certifier, please do not certify these records.

To send an e-mail to someone in the routing queue, click on the E-mail link. A blank Outlook email message will open to complete and send.

### To close the module:

1. Click on the Sign Out button in the upper-right hand corner of the screen.
2. Click on Exit in the Self Service window.
3. Close the Internet Explorer window.

## Alternate Certifiers and FYI Reviewers

You may search for all record which have not been certified or by a specific employee ID.

### To participate as an Alternate Certifier or FYI Reviewer:

1. Click on Review or Certify Reports link.
2. Click on the Advanced Search button.
3. You can select from the following Attributes: Effort Period, Chart of Accounts, ID, Last Name, First Name, etc
4. \*\*When searching by Effort Period Code, you must select the Chart of Account Code attribute second.

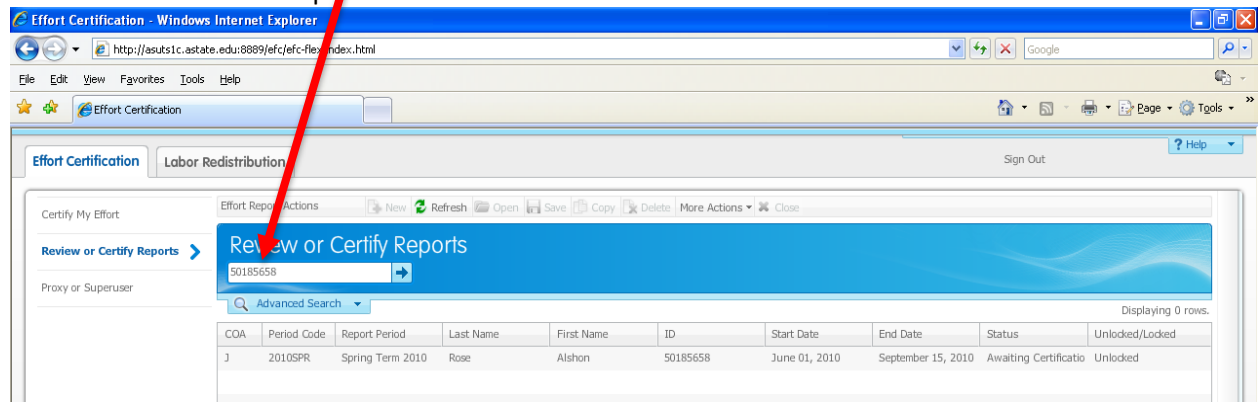
Enter the following example:      Effort Period: 2015FALL  
   Chart of Account: J

5. Click on the Go button.
6. Use the sort function to group all unlocked records together.
7. Double-click on the report you wish to open. You must click on each employee's report to certify.

8. To remove an attribute, click on the X located on the right-side of the Attribute fields.

**To search for a specific employee:**

1. Enter the ID in the “Search by ID” field.
2. Click on the Arrow or press Enter.



The screenshot shows the 'Effort Certification' web application. The main section is titled 'Review or Certify Reports'. A search bar contains the ID '50185658'. Below the search bar is a table with one row of employee data.

COA	Period Code	Report Period	Last Name	First Name	ID	Start Date	End Date	Status	Unlocked/Locked
J	2010SPR	Spring Term 2010	Rose	Alshon	50185658	June 01, 2010	September 15, 2010	Awaiting Certificatio	Unlocked

## Effort Certification Terminology

**Alternate Certifier** – Someone other than the employee that is allowed to certify the employee's effort. Currently, the principal investigator has the ability to certify the effort of each person working on his or her project.

**Certification Period** – The period in which the effort certification record(s) are available for certifiers and alternate certifiers. Employees will be required to certify each semester.

**Certifier** – The person that certifies the effort report. Ideally, the full-time staff working on a project would certify their effort. However, the principal investigator, as the alternate-certifier, can certify effort reports for staff working on his/her grant. The PI should certify for part-time staff and students.

**Effort Period Percent** – The percentage of effort, for each particular payroll period, allotted to the semester or certification period. The sum total of the Effort Period Percentages, for all payroll periods in the summary, will always equal 100%.

**Non-sponsored** – Activity supported by non-sponsored funding.

**Payroll Percent** – The percentage of each individual payroll charged to the sponsored and/or non-sponsored activity. The payroll percentage will always total 100%. If your effort has been consistent throughout the semester, then the payroll percentage will equal the percentage of effort to be certified.

**Sponsored Activity** – Activity supported by external funding.

**Status** – Provides information on the current stage that the effort certification process is in. Status codes are: Under Review, Awaiting Certification (this is the status that users will see upon entering the module) and Complete (status after the effort report has been certified).

## Contact Information

Self Service Questions: Nikki Turner – [anturner@astate.edu](mailto:anturner@astate.edu)

Access Questions: Banner Compliance - [cpi-security@astate.edu](mailto:cpi-security@astate.edu)